

State of Maryland

Department of Housing and Community Development

Pre-Bid Conference Summary

The following is a summary of items discussed at the Pre-Bid Conference held on Thursday, June 14, 2018.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Invitation for Bids (IFB).

- **Introduction:** The meeting opened at 10:00 a.m. Abdullah Unseri from the Maryland Department of Housing and Community Development (DHCD) presided. Four (4) representatives from three (3) unique vendors attended.
- **Overview:** Mr. Unseri went over key information of the solicitation:

Solicitation Number: S00R8400014
Title: Winterization and De-Winterization Services
Issue Date: June 7, 2018
Due Date: July 10, 2018 at 2:00 p.m.
Question Deadline: June 29, 2018 at 4:00 p.m.
SBR Designation: Yes

- **Small Business Reserve Procurement:** This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are certified by the Department of General Services Small Business Reserve Program are eligible for award of a contract. See RFP Section 1.44 for additional information.
- **Page 11, Section 1.24 - Mandatory Contractual Terms:** Mr. Unseri called attention to this section of the IFB and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.
 - By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached herein as **Attachment A**. Any exceptions to this IFB or the Contract must be raised prior to Bid submission. **Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.** The final contract may vary from Attachment A, but any variations will be non-material.
- **Page 17, Section 2 - Minimum Qualifications:** Mr. Unseri explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
 - The Bidder must provide proof with its Bid that the following Minimum Qualifications have been met:

2.1.1. Experience:

The Offeror shall have at least a minimum of five (5) years of experience providing winterization and de-winterization services on single family homes that have been foreclosed, in accordance with the task

described in the scope of work. Proof of required experience shall be provided in writing with the information for each winterization and de-winterization:

1. Client name email address and telephone number for which winterization and de-winterization service was performed
2. Address of the winterized and de-winterized properties.
3. Date of winterization and de-winterization services.

2.1.2 Licensure:

The Offeror shall have active master plumber license issued by State of Maryland, Department of Labor, Licensing and Regulation (DLLR), and a copy of this active license shall be provided with the bid.

- **Pages 18 & 19, Section 3 – Scope of Work:** Mr. Unseri introduced the Contract Monitor, Steve Wilson to speak in regards to the Scope of Work.
- The Contractor(s) shall provide winterization and de-winterization services as prescribed below with a report duly signed by the Master Plumber. Services will be provided for the service territory (ies) which the contractor is contracted. See section 1.1.3.

3.2.1 General Requirements

Winterization

3.2.1.1 Complete draining of all plumbing fixtures and heating systems including:

- Sinks
- Toilets
- Tubs
- Showers
- Refrigerators with water/ice makers
- Washer
- Hot water heaters
- Heating systems/radiators
- All water lines
- Dishwashers
- Water softeners

3.2.1.2 Conduct pressure testing to ensure the system holds pressure and that all lines are free and clear of the remaining water.

3.2.1.3 Clean all toilets prior to winterization of them.

3.2.1.4 Add bright pink antifreeze to all fixtures (sink, tubs, dishwashers, toilets, traps, etc.)

3.2.1.5 Disconnect and shut off the water supply by:

3.2.1.5.1 Disconnecting the water meter from the cradle and leaving it on the premises (if allowed by city ordinances).

3.2.1.5.2 Turning off valve

- 3.2.1.6 Place tags, labels, warning signs, dates and client-specific contract information on all items winterized.
- 3.2.1.7 Use a “toilet wrap” on every toilet in the home. Before you seal the toilet with a “toilet wrap” it must be cleaned and sanitized. You are required to force flush its content or shop vac its content out of the toilet as well as perform a heavy cleaning of it. Then seal the toilet with a “toilet wrap” and place either the white paper winterization notice (MCS) or the bright green sticker above the words “WINTERIZED”.
- 3.2.1.8 Show that all lines held 25 PMI of pressure for at least 30 minutes (this includes both the hot and cold lines).
- 3.2.1.9 Show a timer next to the pressure gauge showing start and ending times and photos. You must also show equipment hooked up to the plumbing and whether it is cold or hot.
- 3.2.1.10 Show the water heater being drained. Before, during, and after photos are required. Turn off the power to the water heater when the water is drained.
- 3.2.1.11 Place either the white paper winterization notice or the bright green sticker on all items you winterize.
- 3.2.1.12 Do not tape off any sink or faucets or leave them open when you are finished.

De-Winterization

- 3.2.1.13 Visually access plumbing system. Look for open lines and/or previous water damage. Open faucet and water heater drain to determine if any water remains in the system.
- If plumbing system visually looks adequate and there is no water in the system, proceed to perform a pressure test
 - If plumbing system visually looks adequate and there no water in the system, you must connect your air compressor and blow the remaining water out of the system (preferably out of the water heater) to be able to perform a proper pressure test
 - If plumbing system has visual breaks you must repair these items before proceeding
- 3.2.1.14 Shut off all the fixtures and perform a pressure test @ 35psi for no less than 30 minutes
- If pressure test holds, continue to the next step
 - If pressure test fails, report all damages and do not continue to the next step. You may need to use a soap and water mix in a spray bottle to spray all valves and fittings in order to see any leaks. Spray all visual fittings and valves to narrow down the location of the leak
- 3.2.1.15 Disconnect the air compressor and release all air from the system by opening all fixtures.
- 3.2.1.16 Once all fixtures are open and all air is out of the system, locate the main water valve and crack it open about ¼ of the way. **DO NOT FULLY OPEN MAIN VALVE.**
- 3.2.1.17 As the system fills be sure to check the lower levels of the home as the water will fill those areas first. Once the water has started to come out of the faucets and there is no more air, you may shut that faucet off. The cold side will fill up first so you may have to leave the hot side of the fixture while the system continues to fill.
- 3.2.1.18 Make sure to allow water to run until no more air is coming out.
- 3.2.1.19 Shut off fixtures and process to flush all toilets.
- 3.2.1.20 Once system is filled and all fixtures are in the off positions, you may now turn the main valve all the way on.
- 3.2.1.21 Now that the system is pressurized, you may turn on/light the water heater. After turning on/lighting inspect the water heater to make sure it is functioning properly. Water heater will take 45 mins – 1 ½ hours to heat up the water.
- 3.2.1.22 Once all steps are complete, double back and check all the angle stops to all fixtures. It is very common for them to drip even though the pressure test held. If dripping, tighten the packing nut.

- **Section 4 – Bid Format:** Mr. Unseri pointed out that it is important to read and following the instructions as per Section 4 of the IFB.
- **Current Contract:** N/A
- **Anticipated New Contract Start Date:** September 1, 2018.
- **Vendor Questions and Comments:** Questions were asked and addressed and will be posted via a separate document. Questions may be submitted up to 4:00 p.m. on Friday, June 29, 2018.
- **Adjournment:** The meeting closed at 10:30 a.m. All vendor attendees signed in.